

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
JANUARY 22, 2016
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Bonnie Maull, Neal Tash, Judy Mellen, Joe Dell'Olio, Barbara Blair, Cindy Montejo, Alexis Bryan- Dorsey

Members Absent: Carolyn Walker, Bob Hamilton, Mike Norton

Staff Present: Katie Toole, Amy Wilburn, Lisa Cookson, Denise Partridge, Sarah Bowers

Deputy Attorney General: Lisa Barchi

****OPEN SESSION BEGAN AT 9:40 A.M****

I. APPROVAL OF MINUTES FROM DECEMBER 11, 2015

The minutes from the December 11, 2015 meeting were reviewed and one change was needed to Section G regarding the Annual Meeting. A motion was made to approve the minutes pending this one change. The motion was approved unanimously.

*****BEGIN CLOSED SESSION AT 9:47 A.M*****

II. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****RETURN TO OPEN SESSION AT 9:55 A.M*****

III. OPERATIONAL ISSUES

A. REQUEST FROM STAFF TO THE EXECUTIVE COMMITTEE FOR A MEETING REGARDING THE HIRING OF A NEW EXECUTIVE DIRECTOR AND BOARD GOALS FOR 2016

- The Executive Committee requested for the staff to provide a document outlining what their needs are in a new Executive Director, and to have a staff member present that to the Executive Committee.
- The staff choose Katie Toole to speak on behalf of the staff regarding those issues.

B. VOLUNTEER SHORTAGE IN NEW CASTLE COUNTY

- Amy Wilburn reported that there have been slight improvements due to having several new volunteers appointed to the Board.

- In order for all NCC panels to be fully staffed, 9-10 more volunteers are needed.
- Amy Wilburn will report at the next Executive Committee meeting if there are any updates.

C. IMPLEMENTATION OF ADVANCE DISTRIBUTION OF REVIEW DOCUMENTS

- Katie Toole reported that all staff members are now equipped with the Adobe Software needed to send confidential review documents to panel members ahead of reviews.
- The Staff's goal is to have this fully implemented during the month of February pending any training that may need to be done.

D. QUARTERLY STATISTICS REPORT

- Amy Wilburn reported that in order to get assistance from The Judicial Information Center (JIC), CPRB needs to send in a request stating our needs so we can be added to the waiting list.

E. QUARTERLY BUDGET/SPENDING REPORT

- Katie Toole will send the Executive Committee the monthly report she receives from The Administrative Offices of the Courts (AOC).
- This report shows the agencies current monthly balances for the budget.

F. ELECTION OF OFFICERS: 1ST VICE CHAIR AND PERSONNEL OFFICER

- Neal Tash was nominated to be the 1st Vice Chair. A motion to nominate Mr. Tash was made and seconded. All members were in favor of the nomination. Mr. Tash was elected as the 1st Vice Chair.
- Bonnie Maull was nominated to be the Personnel Officer. A motion to nominate Ms. Maull was made and seconded. All members were in favor of the nomination. Ms. Maull was elected as the Personnel Officer.
- It was suggested for the Personnel Officer to form a personnel committee. This committee would be intended for staff members to go to regarding any office concerns. A motion was made to form this committee. The motion was seconded and all members were in favor. The Executive Committee will be responsible for who sits on this committee. Ms. Maull suggested that Joe Dell'Olio, and Alexis Bryan-Dorsey sit on this committee. The Executive Committee approved of the suggested committee members.

G. HIRING OF A NEW EXECUTIVE DIRECTOR AND PT. REVIEW COORDINATOR

- The Executive Committee motioned for Amy Wilburn to move forward with the hiring of a new PT. Review Coordinator. The motion was approved unanimously.
- The Executive Committee reviewed the job description for the Executive Director. No changes were made to the job description. The position for Executive Director was approved to be posted as is.

H. JOINT SUNSET COMMITTEE REVIEW/INDEPENDENT LIVING PROGRAM

- The Independent Living Program is currently going through the Sunset Review Process. Felicia Kellum has requested for support from CPRB during this review process. Ms. Kellum has asked if one of our volunteers would attend the hearing at Legislative Hall to speak on behalf of the Independent Living Program.

- One of our volunteers Cindy Montejo has agreed to attend the hearing. Ms. Montejo has worked closely with the Independent Living Program for the past few years in regards to ASSIST funding and the Scholarship Program.

I. CPRB LEGISLATION

- Joe Dell'Olio reported that he was able to get in touch with Steve Crockett regarding legislation for the CPRB. Mr. Crockett informed Mr. Dell'Olio that nothing has been provided to him by CPRB regarding our legislation. Mr. Dell'Olio will report at the next Executive Committee meeting if he has been given an update

IV. NEW BUSINESS

- Judy Mellen made a request that all future minutes from the Executive Committee meetings include action items. Ms. Mellen would like for these action items to be included at the end of the minutes. The purpose of this will help the Executive Committee remember what actions were discussed and what needed to be done by the next meeting, and to ensure that it has been done.
- Barbara Blair made a motion to add to the policy manual the ability to have electronic meetings. The motion was seconded and all were in favor.

V. BOARD MEMBERS STATUS

- The Board has received three new appointments.
- No resignations, re-appointments, or LOA have been given.

ACTION ITEMS:

- CPRB budget to be sent to the Executive Committee
- Job description for the Administrative Assistant II
- Policy Additions

****THE MEETING CONCLUDED AT 12:50 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON FEBRUARY 12, 2016*